

December 2019 STAAR Material Returns

Housekeeping

- If you have problems hearing the presentation, dial in on a telephone. Dial-in information:
 - In the *Meeting Information* icon at the top-left of the screen
 - In your registration email (messenger@webex.com)
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines have been muted due to the high number of participants.
- For questions or comments, use the “Q&A” function.

Objectives

Today's session will cover the following topics:

- Online Answer Document Packing List (ADPL)
- Completing the Paper Administration Process
- Scorable and Nonscorable Materials
- Identification Sheets
- Packing and Returning Materials
- Packing Errors

Online Answer Document Packing List (ADPL)

Online Answer Document Packing List (ADPL)

- All Answer Document Packing Lists (ADPLs) must be submitted online in the Assessment Management System.
- The ADPL feature in the STAAR Assessment Management System allows districts and campuses to enter and submit counts of answer documents being returned to ETS for scoring.
 - District users can view, update, and verify information for all campuses in the district.
 - Campus testing coordinators can view and update counts for only the campus to which they have access.
- Voided answer documents or counts of students that tested online should not be included in the ADPL counts.

Scorable Materials Return and the ADPL

Texas Student Assessment Program													
CALENDAR OF EVENTS 2019–2020													
Events	Test Administration/Grade Level												
	December STAR End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)	Spring TELPAS Grades 3–12	Spring TELPAS Alternate Grades 2–12	April STAR Grades 4–5 Writing	April STAR Grades 5–6 Math and Reading	April STAR Grades 6–8 Math and Reading	April STAR Grades 9–10 (English I and English II)	April STAR Alternate 2 Grades 3–8 & End-of-Course (Algebra I, English I, English II, Biology, and U.S. History)	May STAR End-of-Course (Algebra I, Biology, and U.S. History)	May Optional STAR End-of-Course (Algebra I and English II)	May STAR Grades 3–5	May STAR Grades 5–6 Math and Reading Retest	June STAR Grades 5–6 Math and Reading Retest
Training for ESCs	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3	10/3
Registration fee layout period	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23	8/23
Districts submit OOS/ODD test sites	8/5–8/6	—	—	—	—	—	11/4–12/13	—	11/4–12/13	—	—	3/30–5/8	3/30–5/8
Districts submit counts for test administrator manuals	—	10/21–11/8	10/21–11/8	—	—	—	—	—	—	—	—	—	—
Districts select registration agent (PEIMS data or district supplied; Default is PEIMS for STAR 3–8 and same option as last year for TELPAS)	—	11/11–12/13	—	1/27	—	—	—	—	—	3/2	—	—	—
Register verification center available	8/12	—	—	—	—	1/17	—	1/17	—	—	4/29	6/1	5/29
Districts submit registrations for STAR and STAR Alternate 2 paper materials	9/16–10/4	—	—	1/17–2/7	1/17–2/7	1/17–2/7	1/17–2/7	1/17–2/7	1/17–2/7	1/17–2/7	4/29–5/8	6/1–6/3	5/29–6/1
Districts submit registrations for STAR online testing and STAR Alternate 2 (late registrations), TELPAS, and TELPAS Alternate testing	9/16–10/13	1/16–4/3	1/16–4/3	1/17–4/10	1/17–4/10	1/17–4/10	1/17–4/10	1/17–4/10	1/17–4/10	1/17–4/10	4/29–5/8	6/1–6/3	5/29–6/1
Register OOS/ODD examinees	9/16–10/4	—	—	—	1/17–2/7	—	1/17–2/7	—	1/17–2/7	—	—	6/1–6/3	5/29–6/1
Materials list available	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28	By 10/28
Districts receive test administrator manuals	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22	11/16–11/22
Districts coordinate training sessions	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16	By 11/16
Districts receive shipment of test materials	11/16–11/22	—	—	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20
Districts receive processed materials	By 11/25	—	—	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27
Districts order additional materials	11/21–12/3	—	—	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20	3/16–3/20
Campus coordinator training sessions	By 11/22	By 2/7	By 2/7	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27
Test administrator training sessions	By 11/26	By 2/21	By 2/21	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27	By 3/27
Writing Paper	—	—	—	4/7	—	—	—	—	—	—	—	—	—
Writing Online	—	—	—	4/7	—	—	—	—	—	—	—	—	—
Mathematics Paper	—	—	—	—	4/7	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12	6/3
Mathematics Online	—	—	—	—	4/7–4/10	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12–5/15	6/3
Reading Paper	—	—	—	—	4/8	—	—	—	—	—	5/13 (3, 4, 5, 7)	5/13	6/4
Reading Online	—	—	—	—	4/7–4/10	—	—	—	—	—	5/13 (3, 4, 5, 7)	5/13–5/15	6/4
Science Paper	—	—	—	—	—	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12–5/15	6/4
Science Online	—	—	—	—	—	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12–5/15	6/4
Social Studies Paper	—	—	—	—	—	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12–5/15	6/4
Social Studies Online	—	—	—	—	—	—	—	—	—	—	5/12 (3, 4, 5, 7)	5/12–5/15	6/4
End-of-Course Paper	12/10 (English I) 12/10 (English II) 12/10–12/13 (all other courses)	—	—	—	—	4/7 (English I) 4/8 (English II)	—	5/5–5/8	5/12 (English I) 5/14 (English II)	—	—	—	6/3 (English I) 6/3 (English II) 6/3–6/6 (all other courses)
End-of-Course Online	12/10 (English I) 12/10 (English II) 12/10–12/13 (all other courses)	—	—	—	—	4/7 (English I) 4/8 (English II)	—	5/5–5/8	5/12 (English I) 5/14 (English II)	—	—	—	6/3 (English I) 6/3 (English II) 6/3–6/6 (all other courses)
STAR Alternate 2 Preview	—	—	—	—	—	—	3/16–3/27	—	—	—	—	—	—
STAR Alternate 2	—	—	—	—	—	—	3/30–4/21	—	—	—	—	—	—
TELPAS	—	2/24–4/3	—	—	—	—	—	—	—	—	—	—	—
TELPAS Alternate 2	—	—	—	—	—	—	—	—	—	—	—	—	—
Districts ship all scorable materials and verify ADPL	12/17	—	—	4/16	4/16	4/16	—	5/11	5/15	5/20	5/18	5/20	6/10
Final review centers and data files are tested	12/10	4/10	—	4/11	4/11	4/11	—	5/11	5/15	5/20	5/18	5/20	6/10

- Scorable materials must be collected and returned by the “Districts submit all scorable materials and verify ADPL” date specified on the [Calendar of Events](#).
- The ADPL must be completed in the Assessment Management System by 11:59 p.m. C.T. on this date.

Navigation

- *Orders > ADPL*
 - Select a test administration and organization.
 - Click ***View ADPL***.

The screenshot displays the STAAR Assessment Management System interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, and Structure. The left sidebar shows a menu with options: Orders, View & Track, Participation Counts, Additional Materials, Additional Reports, Rescore Requests, ADPL (highlighted), and ADPL Scans. The main content area is titled 'ADPL' and contains the following text:

Beginning with the December 2018 STAAR EOC administration, all Answer Document Packing Lists (ADPLs) must be submitted online in the Assessment Management System. The campus ADPL is used to indicate the number of paper answer documents being returned to ETS for scoring. Voided answer documents or counts of tests delivered online should not be included in the ADPL count. Separate ADPLs must be submitted and verified for each in district campus for which a campus header sheet and corresponding answer document(s) are being returned to ETS for scoring.

NOTES:

- Authorized campus level users (CTCs) may update or submit their campus ADPL counts anytime prior to the ADPL entry deadline.
- Authorized district level users (DTCs, DTAs) may update, submit, or verify campus ADPL counts anytime prior to the ADPL deadline.
- Verified counts cannot be edited at the campus or district level when the ADPL is in submitted or verified status.
- ADPLs may be un-submitted or un-verified for further updating any time prior to the close of the ADPL entry window.
- Any un-submitted/un-verified campus ADPLs at the close of the ADPL entry window will be processed with any information contained at that time, and will be matched against scanned answer document counts to identify discrepancies requiring reconciliation.

Follow these steps to locate and view ADPL counts:

1. Choose a test administration from the *Test Administration* dropdown menu and enter a district or campus name or CDC# in the *Organization* field.
2. Click the **View ADPL** button.

NOTE: If a district name or CDC # is entered into the *Organization* field a resulting list of all current campus ADPLs will appear below, any of which may be viewed, updated, submitted, or verified as needed (scroll down to view campus ADPL list).

For more information see [Section 8.3 Answer Document Packing List \(ADPL\)](#) of the *STAAR Assessment Management System User's Guide*.

The form includes two input fields:




- Test Administration ***: A dropdown menu with the option '- Select Test Administration -'.
- Organization ***: A text input field containing 'A W BROWN-FELLOWSHIP LEADERSHIP [057816000]' and 'REG X EDUCATION SERVICE CENTER [057950000]'.

A red asterisk (*) denotes a required field. A green 'View ADPL' button is located at the bottom right of the form.

Campus Testing Coordinator Screens

- From the Campus Testing Coordinator ADPL screen:
 - Only the selected campus is visible.
 - Only subjects for the selected administration is displayed.
 - **Add alternate/home campus** will allow campus testing coordinators to enter counts for students testing at their campus from another “home” campus.
 - Click **Update** to save data entered.
 - **Submit** sends completed counts to the district testing coordinator for review.
 - A CSV file is available for download with counts entered online.


Campus Testing Coordinator Screens

Students + Online Testing + Orders + Reports + Structure +   



See Section 000121: Entering ADPL Counts for Students from a Different Home Campus of the Assessment Management System User's Guide for additional instructions.

District: ETS UAT District #1 New [999999000] Campus: ETS UAT District 1 HS 4 [999999441] Test Administration: 2018 DEC STAAR EOC A1-BI-E1-E2-US

[Download Counts CSV](#)

 **Alert:** The ADPL Entry Window is open from Oct 15, 2018 4:00 AM CST to Mar 31, 2019 4:00 AM CST.

Edit Counts for ETS UAT District 1 HS 4 [999999441] [Add alternate/home campus](#)

Testing Campus	Home Campus	ADPL Status 	EOC (A1)	EOC (BI)	EOC (E1)	EOC (E2)	EOC (US)	Last Updated By	Verify Status
ETS UAT District 1 HS 4 [999999441]	ETS UAT District 1 HS 4 [999999441]		10	15	10	10	10	RGross007 Nov 29, 2018 10:30 AM CST	Not Ve

1 - 1 of 1 items

20 items per page

[Cancel](#) [Update](#) [Verify](#) [Submit](#)

Add Out-of-District (OOD) or Out-of School (OOS) Campus

- Entering counts for an alternate campus:
 - Click **Add alternate/home campus**.
 - Begin typing the name or CDC code in the *Home Campus* field.
 - Enter counts and click **Add alternate/home campus(es)**.
 - Enter counts only for students who are testing at the campus and have answer documents to return for processing.

Add alternate/home campus

To add an alternate/home campus:

1. Type 3 or more characters of the campus name (or CDC#) in the *Home Campus* field until the campus desired appears in the dropdown menu and select (users may select any campus within or outside of their district).
2. Enter the count of answer documents by subject/grade being returned under a separate campus header sheet for the campus selected.
3. Click the **Add Another Campus** button if additional alternate/home campus entries are needed and repeat steps 1 and 2.

To delete a campus, click the *Delete* icon in the row of the campus to delete.

* Denotes required field.

Testing Campus	Home Campus *	EOC (A1)	EOC (B1)	EOC (E1)	EOC (E2)	EOC (US)
ETS UAT District 1 HS 4 [99999441]	Type in 3 characters to see results					

+ Add Another Campus

Cancel Update

District Testing Coordinator Screens

- The District Testing Coordinator ADPL screen will include:
 - A list of all campuses within the district for which precoded answer documents were generated
 - Subjects for the selected administration only
- District users can select ***Update***, ***Submit***, or ***Verify***.
- The deadline for submission is the “District ship all scorable materials” date on the Calendar of Events at 11:59 p.m. C.T.
- Once counts have been verified, only a district-level user may “un-verify” counts prior to the ADPL deadline.
- A CSV file is available for download with counts entered online.

District Testing Coordinator Screens

Students + Online Testing + Orders + Reports + Structure +

See Section 01012: Entering Home Counts for Students from a Different Home Campus of the Assessment Management System User Guide for additional instructions.

District: ETS UAT District #1 New [999999000] Campus: ETS UAT District 1 HS 4 [999999441] Test Administration: 2018 DEC STAAR EOC A1-BI-E1-E2-US

[Download Counts CSV](#)

Alert: The ADPL Entry Window is open from Oct 15, 2018 4:00 AM CST to Mar 31, 2019 4:00 AM CST.

Edit Counts for ETS UAT District 1 HS 4 [999999441] [Add alternate/home campus](#)



Testing Campus	Home Campus	ADPL Status	EOC (A1)	EOC (BI)	EOC (E1)	EOC (E2)	EOC (US)	Last Updated By	Verification Status
ETS UAT District 1 HS 4 [999999441]	ETS UAT District 1 HS 4 [999999441]		10	15	10	10	10	RGross007 Nov 29, 2018 10:30 AM CST	Not Ver

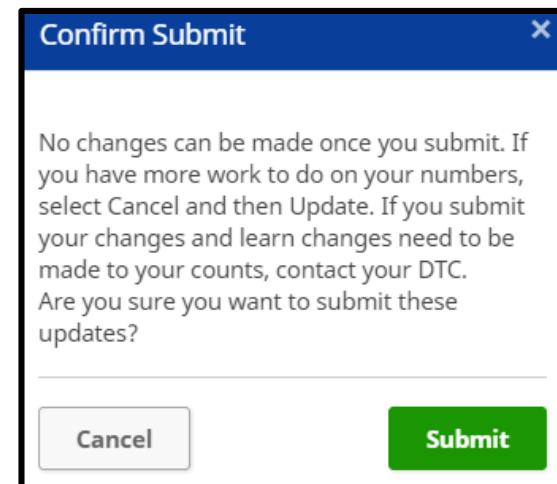
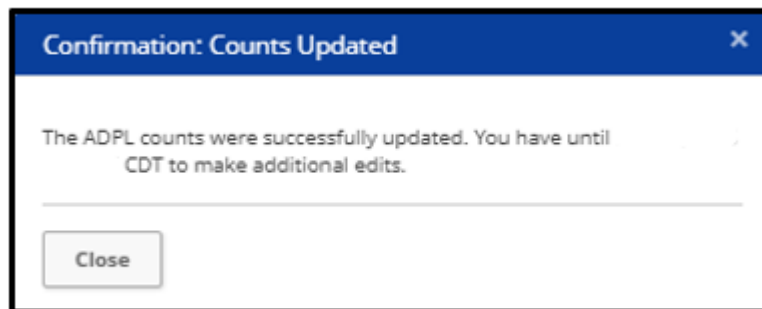
1 - 1 of 1 items

20 items per page

[Cancel](#) [Update](#) [Verify](#) [Submit](#)

Update and Submit

- **Update** allows users to save entries and return later to edit.
- *Update* indicator is a green check with a dotted circle. 
- **Submit** is used to indicate that entries are complete and no further updates are needed.
- *Submit* indicator is a white check in a green circle. 
- **Un-Submit** is available only after submission and can be used to make changes prior to verification by the district testing coordinator.



Verify

- **Verify** is only available to district testing coordinators and is used to lock final district counts.
- The district testing coordinator can **Un-verify** counts and make changes until the ADPL window is closed.

ETS Assessment Management

Students + Online Testing + Orders + Reports + Structure +

Home / Orders / ADPL / ADPL Edit Counts

Answer Document Packing List

Back

Directional Text

District: Training ISD [999996000] Campus: Training H S [999996009] Test Administration: 2018 DEC STAAR EOC A1-B1-E1-E2-US

Download Counts CSV

Alert: ADPL window will close on Nov 30, 2018 2:00 AM CDT.

Edit Counts for Training H S [999996009]

Testing ...	Home ...	ADPL Status	EOC (A1)	EOC (B1)	EOC (E1)	EOC (E2)	EOC (US)	Last Up...	Verifica...	Actions
Training H S [999996000]	Training H S [9999...	✓						WWilliamsC Oct 26, 2018 2:41 PM CDT	Verified	

1 - 1 of 1 items

Cancel

Un-Verify

Verify ADPL

Are you sure you want to verify the counts for Training H S [999996009]

Cancel Verify

Update ADPL Counts via File Upload

Follow these steps to upload ADPL counts.

- Make selections from the *District* and *Test Admin* dropdown lists.
- Click the **Download Counts CSV** button to obtain a CSV file containing all current ADPL counts. This file may be updated and used as the upload file.
- Enter or update ADPL data following the file specifications outlined in [Appendix D | ADPL Upload Requirements](#).
- Save the completed file as a CSV file.
- Click the **Browse** button to locate and select the file.
- Click the **Upload** button.

Update ADPL Counts via File Upload

- *Orders > ADPL*
 - Select a test administration and organization.
 - Click ***View ADPL***.
 - Select the *Upload* tab.

The screenshot displays the ETS Assessment Management system interface. The top navigation bar includes links for Home, Orders, ADPL, Reports, Structure, and Admin. The left sidebar contains a 'NAVIGATION' menu with options: Orders, View & Track, Participation Counts, Additional Orders, Additional Reports, Rescore Requests, ADPL (highlighted), ADPL Scans, and Program Materials. The main content area is titled 'Answer Document Packing List (ADPL)' and includes a 'Manage ADPL' section with 'View & Edit' and 'Upload' tabs. The 'View & Edit ADPL' section contains a form with dropdowns for 'Test Administration' and 'Organization', a 'View ADPL' button, and a 'Rescore Requests' button. A red arrow points to the 'Upload' tab in the top right corner of the interface.

Update ADPL Counts via File Upload

- *Orders > ADPL > Upload*
 - Select a test administration.
 - Click *Download Spreadsheet Template*.

The screenshot displays the 'Assessment Management' interface. The left sidebar shows the navigation menu with 'Orders' selected. The main content area is titled 'Answer Document Packing List (ADPL)' and 'Manage ADPL'. It includes an 'Upload ADPL' section with instructions and a form for selecting a District and Test Administration. A red box highlights the 'Download Spreadsheet Template' link. Below the form is an 'Alert' bar and an 'Upload A File' section with a 'Choose File' button. At the bottom, there is a table of 'Uploaded Files' with columns for #, Date Uploaded, Filename, Status, Uploaded By, Successful, Errors, and Actions.

#	Date Uploaded	Filename	Status	Uploaded By	Successful	Errors	Actions
1	Mar 12, 2019 8:15 AM	Giraud_Mis01.xls	✓	kmyers	100/100	0	Download Delete
2	Mar 12, 2019 8:15 AM	Giraud_Mis02.xls	✗	kmyers	0/206	2	Download Delete
3	Mar 12, 2019 8:15 AM	Giraud_Mis03.xls	✓	kmyers	100/100	0	Download Delete

ADPL Download

- Initial download lists all campuses that received precoded answer documents.
- The first 9 columns are pre-populated with the list of campuses that received precoded answer documents.
- “ADPL Status” messages
 - NOT_UPDATED
 - UPDATED
 - SUBMITTED
- “Verification Status” messages
 - NOT_VERIFIED
 - VERIFIED

ADPL Upload

- Download csv file.
- All campuses that received precoded answer documents are listed.
- Counts should be entered under the “Counts” column.
- Updates to “ADPL Status” and “Verification Status” columns are not required.
- Districts can add unlisted campuses as additional rows.
 - Use the same format as the prefilled entries.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Test Admin	Testing District Name	Testing District Code	Testing Campus Name	Testing Campus Code	Home Campus Name	Home Campus Code	Grade	Subject	Counts	ADPL Status	Verification Status
2	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	A1	64	SUBMITTED	VERIFIED
3	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	BI	52	SUBMITTED	VERIFIED
4	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	E1	179	SUBMITTED	VERIFIED
5	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	E2	125	SUBMITTED	VERIFIED
6	EOC122018R	El Paso ISD	71902000	Andress High School	71902001	Andress High School	71902001	EOC	US	15	SUBMITTED	VERIFIED
7	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	A1	48	SUBMITTED	VERIFIED
8	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	BI	55	SUBMITTED	VERIFIED
9	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	E1	177	SUBMITTED	VERIFIED
0	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	E2	168	SUBMITTED	VERIFIED
1	EOC122018R	El Paso ISD	71902000	Austin High School	71902002	Austin High School	71902002	EOC	US	17	SUBMITTED	VERIFIED
2	EOC122018R	El Paso ISD	71902000	Bowie High School	71902003	Bowie High School	71902003	EOC	A1	45	SUBMITTED	VERIFIED
3	EOC122018R	El Paso ISD	71902000	Bowie High School	71902003	Bowie High School	71902003	EOC	BI	61	SUBMITTED	VERIFIED

ADPL Upload

- Uploaded data will replace all existing data.
- Blanks will overwrite any values that may have been previously added in the system.
- Rows that are validated will be uploaded; rows that fail will receive an error message with details.
- Spreadsheet must be saved as a .csv file for upload.

Answer Document Packing List (ADPL)
Manage ADPL

Upload ADPL
Download the spreadsheet template, complete it with ADPL information and save it as a CSV file. Complete the fields in the file as described in the File Format document. After you upload the file, you will see an icon indicating that your file is processing. To update the processing status, click the refresh button in your browser. A status showing the number of records uploaded successfully and any errors or conflicts will appear. For more information regarding ADPL uploads, please refer to the TOMS User/Student Management Manual.

District * Archer City USD [001011000] Test Administration * - Select Test Administration -

Alert: ADPL window will close on [MMM DD, YYYY at hh:mm AM/PM].

Upload A File
Download Spreadsheet Template Select Upload: [Choose File](#) No file chosen [Upload](#)

Uploaded Files
To view the error or conflict details, click on the number in the corresponding column.

#	Date Uploaded	Filename	Status	Uploaded By	Successful	Errors	Actions
1	Mar 12, 2019 8:15 AM	Giraud_M001.xls	✓	kmeyers	100/100	0	View Download
2	Mar 12, 2019 8:15 AM	Giraud_M002.xls	✗	kmeyers	0/206	2	View Download
3	Mar 12, 2019 8:15 AM	Giraud_M003.xls	✓	kmeyers	100/100	0	View Download

Upload file		Result in TOMS	
ADPL status	Verification status	ADPL status	Verification status
<blank>	<blank>	Updated	Not_Verified
Submitted	<blank>	Submitted	Not_Verified
<blank>	Verified	Submitted	Verified
Submitted	Verified	Submitted	Verified

View Scanned Counts

- *Orders > View ADPL Scans*
- Districts will be able to view the scanned counts for each of their campuses once ETS begins scanning scorable materials.
- OOD and OOS scanned counts will be displayed in a separate column.

ETS Assessment Management

Students + Online Testing + Orders + Reports + Structure + Admin +

Test Administration: 2019 APR STAAR GR 5&8 MA-RE

Testing Organization: Type in 3 characters to see results

Home Campus: Type in 3 characters to see results

Resolution Status: View All

Count Status: View All

Grade: View All

Subject: View All

ADPL Status: View All

Verification Status: View All

Final Status: View All

IMS Counts Scanned Alert: Alerts only

Reset Search

Download Counts CSV

Results: 8625

Search results are displayed in the table below. The Resolution Status field shows one of eight statuses for each campus. The Count Status field shows one of three statuses for each campus (Matching, Low Variance, High Variance). The remaining fields provide the details of each campus's counts. Sorting by Verified Status or Absolute Variance helps prioritize records for resolution.

NOTES:

- Caution icons ⚠ appearing in the IMS Counts Scanned column indicate the IMS Count updated since the last view.
- Click the Download Counts CSV button for a CSV file of results.
- To update records, scroll to the rightmost field and click the Edit icon ✎.

ADPL Counts Entered	IMS Counts Scanned	ADPL Status	Verified Status	Last Scan Update Date	Variance	Absolute Variance	OOD/OOS	Adjustment	Adjusted Variance
10	4	Updated	Not Verified	Oct 29, 2018 11:09 AM CST	-6	6	-	-	-6

Completing the Paper Administration Process

Completing the Paper Administration Process

Prior to returning materials, test administrators must:

- Verify no answer documents were left inside test booklets
- Review students' identification information
- Transcribe student information as needed, using a No. 2 pencil
 - General transcribing procedures are found [here](#).
- Account for all test booklets and answer documents

Completing the Paper Administration Process

Test administrators must return the following materials to the campus testing coordinator:

- Answer documents to be scored or scanned
- Voided answer documents
- Unused answer documents
- Used and unused test booklets
- Typed or tape-recorded materials and hand-written responses on scratch paper
- All seating charts with start and stop times

Completing the Paper Administration Process

Campus testing coordinators should:

- Ensure that all materials have been returned by all test administrators at the campus
- Count materials and complete Class ID Sheets and/or Campus and Group ID Sheets
- Complete the online answer document packing list (ADPL) with all counts from the campus
- Submit counts online and follow the district process for returning materials to the district testing coordinator

Scorable and Nonscorable Materials

Scorable Materials

- Scorable materials include the following:
 - All documents that require scanning
 - All precoded answer documents (including voided)
 - Non-precoded answer documents with **ANY** gridding or marking (including voided)
 - Transcribed and signed answer documents
- Every answer document with any score code gridded must be returned for scoring.
- All answer documents listed above will be scanned, and if appropriate, results will be provided.

Nonscorable Materials

- Nonscorable materials include the following:
 - All test booklets
 - Unused/blank answer documents (no gridding or marking)
- Contaminated test booklets should be destroyed by districts but reported to ETS.
- Please check test booklets for possible answer documents that could be left inside!

Nonscorable Materials

- Nonscorable and unused materials are returned separately from scorables as noted on the Calendar of Events.
- Scratch paper, graph paper, or reference materials that students wrote on must be destroyed after testing.
- Test booklets are secure materials and must be returned.
- Test booklets do not need to be in numerical order.
- Seating charts must be retained locally for five years.
- When recording box counts, scorable and nonscorable materials should not be combined.

Identification Sheets

Identification Sheets

- Identification sheets are used to identify scorable documents returned for processing.
- Three types of identification sheets
 - Class Identification (ID) Sheet
 - Campus and Group ID Sheet
 - Voided Answer Document ID Sheet
- Scorable materials must be returned beneath the appropriate ID sheets.

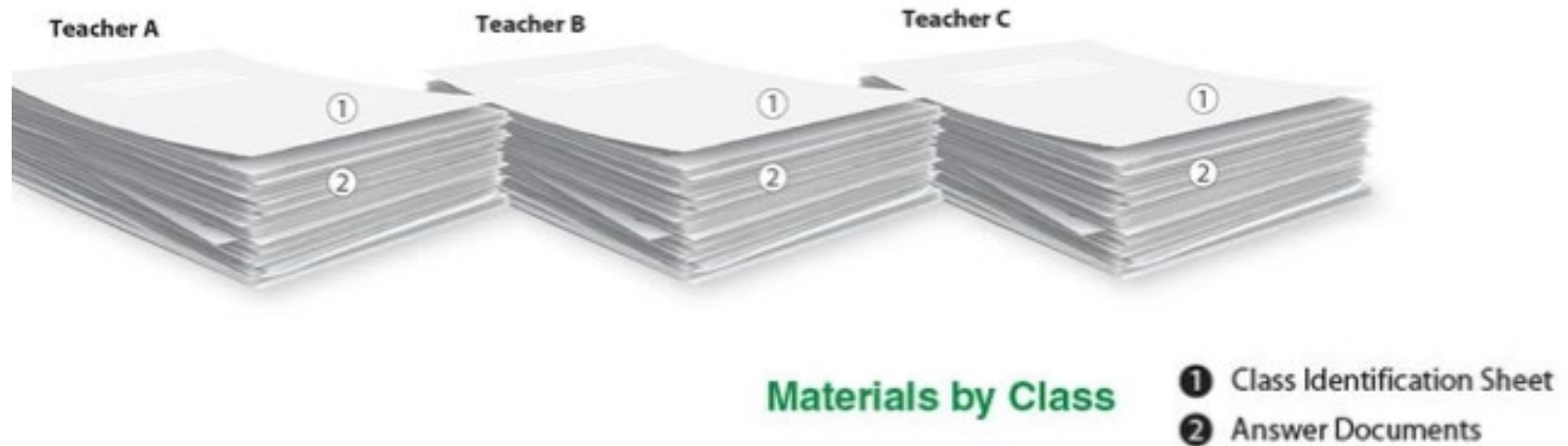
Class ID Sheet

- Used to sort and count answer documents for reporting purposes
- Can be used to organize reports by test administrator, teacher, counselor, etc.
- Instructions on the reverse side

[illegible]


Class ID Sheet

- Do **NOT** secure stack with a gummed paper band.



Campus and Group ID Sheet

- Complete for each subject test at each campus.
- Reports and labels will be generated for all documents under each sheet.
- Do not include voided answer documents under a Campus and Group ID Sheet.



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CAMPUS AND GROUP IDENTIFICATION SHEET

Campus and Group Identification Sheets must be submitted for each test administration. Complete a separate Campus and Group Identification Sheet for each group (grade or course) tested on each campus. Reports and labels will be generated for all documents placed under this identification sheet. Do not include voided answer documents under this identification sheet.

Computer-printed Campus and Group Identification Sheets have been provided. If the information in the first four entries (1. Campus Name, 2. District Name, 3. County/District Number, and 4. Campus Number) is correct as printed, you may proceed directly to entry 5. If not, you must use a blank (that is, not computer-printed) Campus and Group Identification Sheet and begin at entry 1.

1. CAMPUS NAME: _____

2. DISTRICT NAME: _____

3. COUNTY-DISTRICT NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

4. CAMPUS NUMBER

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

5. NUMBER OF ANSWER DOCUMENTS SUBMITTED

0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9
0	1	2	3	4	5	6	7	8	9

AGENCY USE

A	B	C	D	E
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4
0	1	2	3	4

6. IDENTITY GROUP

STAR ENGLISH and
STAR SPANISH

Grade 3	<input type="radio"/>
Grade 4	<input type="radio"/>
Grade 5	<input type="radio"/>
Grade 6	<input type="radio"/>
Grade 7	<input type="radio"/>
Grade 8	<input type="radio"/>


STAR END-OF-COURSE

Algebra I	<input type="radio"/>
Algebra II	<input type="radio"/>
Calculus	<input type="radio"/>
English I	<input type="radio"/>
English II	<input type="radio"/>
Biology	<input type="radio"/>
U.S. History	<input type="radio"/>


Warning: Failure to provide an exact count in entry 5 will cause a delay in processing your district's results.

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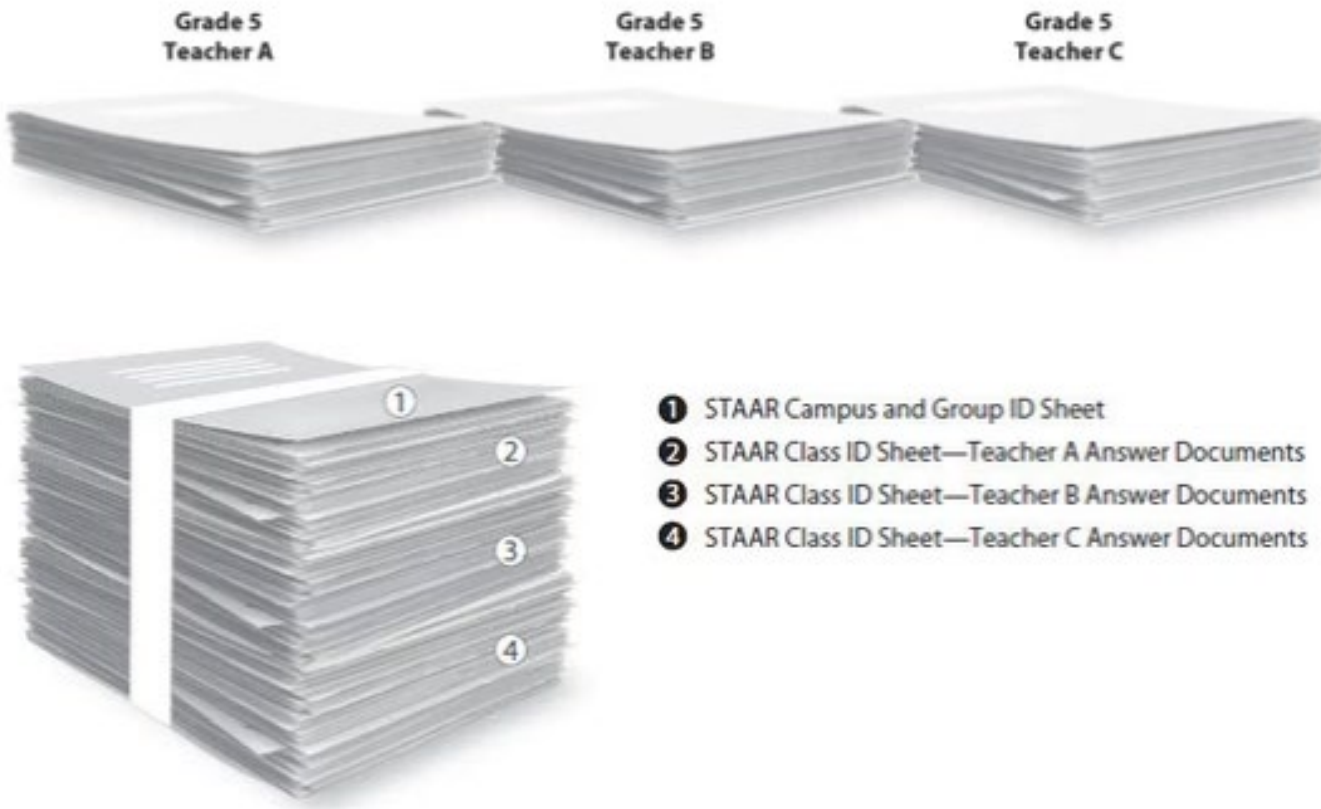


0490087



Campus and Group ID Sheet

- Secure stack with a gummed paper band.



Voided Answer Document ID Sheet

- Separate voided answer documents from those to be scored.
 - Mark “VOID” in large, bold letters on the front of the answer document.
 - Avoid marking any barcoded regions on the answer document.
- Void unused precoded answer documents.
- Face all answer documents the same direction.
- Stack multi-page answer documents on top of single-page answer documents.

STAAR
State of Texas
Assessments
Answer Document

VOIDED ANSWER DOCUMENT IDENTIFICATION SHEET

Any voided answer documents should be clearly marked "VOID" and separated from answer documents that are to be scored or scanned for demographic information. Complete one STAAR Voided Answer Document Identification Sheet per campus. If a campus has no voided answer documents, it is not necessary to submit a completed form. Reports will not be generated for answer documents placed under a Voided Answer Document Identification Sheet.

Verify that the information in the first four entries (1. Campus Name, 2. District Name, 3. County-District Number, and 4. Campus Number) is correct as printed. If not, you must use a blank (that is, not computer-printed) Voided Answer Document Identification Sheet and begin at entry 1. Place the completed ID sheet on top of any voided test materials and secure with a gummed paper band.

1. CAMPUS NAME: _____

2. DISTRICT NAME: _____

3. COUNTY-DISTRICT NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

4. CAMPUS NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

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Voided Answer Document ID Sheet

- Secure stack with a gummed paper band.



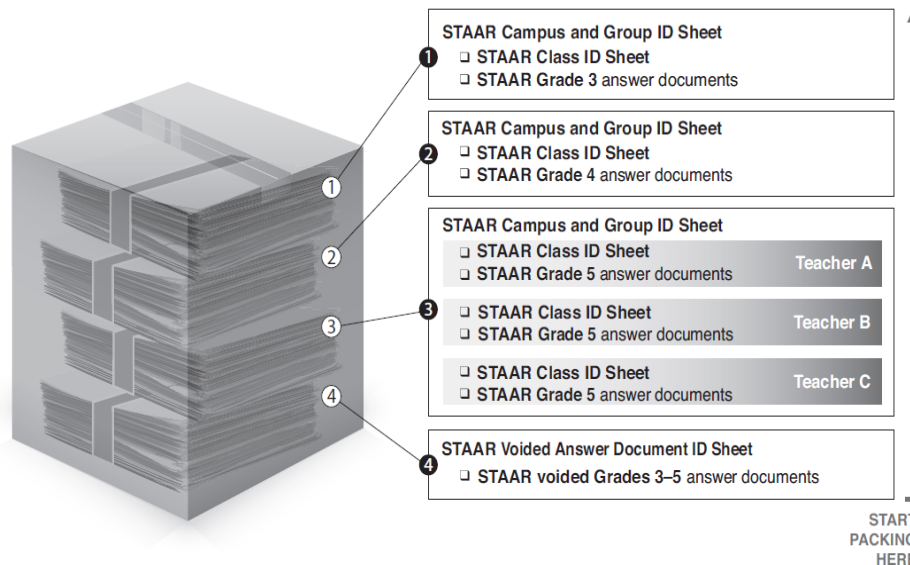
- ① Voided Answer Document ID Sheet
- ② Voided Answer Documents
- ③ Paper Band

Packing and Returning Materials

Packing Materials for Return

- Complete the online ADPL prior to packing materials into return boxes.
- Combine the stacks.
 - Voids should be on the bottom of a campus stack.

Sample Packing Order for an
Elementary School's STAAR Scorable Materials



Reminders

- Return scorable materials in white boxes; do not use brown boxes.
- Sort answer documents by campus and each campus by subject.
- Do **NOT** combine administrations.
- Place voided answer documents at the bottom of the return box.
- Be sure to mark “VOID” on voided answer documents, avoiding barcoded regions.
- Clearly mark the total box count on shipping labels.

Shipping Labels

- Scorable return labels are green; nonscorable return labels are color coded by administration.
 - Blue: end-of-course (EOC)
 - Yellow (nonscorable): grades 4 and 7; and grades 3–8
 - Red: grades 5 and 8 mathematics and reading; and grades 5 and 8 mathematics and reading retest

TEXAS STAAR
DEC 2019 EOC
SCORABLE RETURN
FREIGHT LABEL

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

District ID: _____

District Name: _____

BOX _____ of _____

815924

TEXAS STAAR
DEC 2019 EOC
NONSCORABLE RETURN
FREIGHT LABEL

TO: Inbound Processing
6231 E. STASSNEY LANE
BUILDING 10-100
AUSTIN, TX 78744

INBOUND TRACKING #/Bar Code

District ID: _____

District Name: _____

BOX _____ of _____

815922

SHIP TO:
DEC 2019 EOC SCORABLE RETURN
AUSTIN DISTRIBUTION CENTER
BLDG 10-100
6231 E STASSNEY LN
AUSTIN TX 78744

TX 787 9-43

UPS GROUND
TRACKING #: 1Z 9E3 590 90 7944 1659

BILLING: P/P
DESC: Scorable Return
RETURN SERVICE

REF 1: 02283
REF 2: 12345682

SAMPLE LABEL DO NOT USE

12345682

District ID: 123456
Example ISD
Scorable Box _____ of _____

SHIP TO:
DEC 2019 EOC NONSCORABLE RETURN
BLDG 10-100
6231 E. STASSNEY LANE
AUSTIN TX 78744

TX 787 9-43

UPS GROUND
TRACKING #: 1Z 9E3 6A3 90 7983 1194

BILLING: P/P
DESC: Nonscorable Return
RETURN SERVICE

REF 1: 02283
REF 2: 12345679

SAMPLE LABEL DO NOT USE

12345678

DISTRICT ID: _____
DISTRICT NAME: _____
BOX _____ OF _____

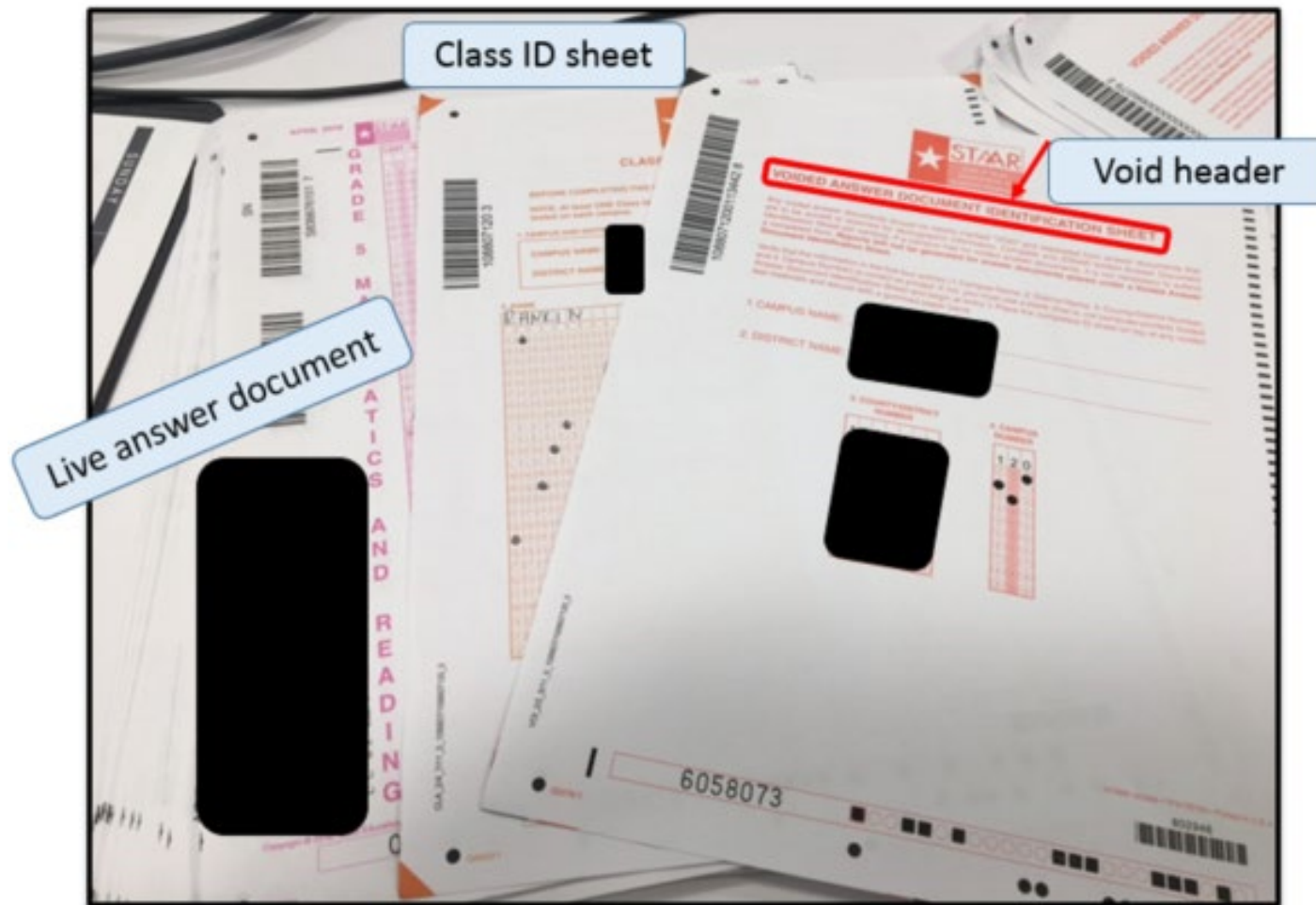
Returning Paper Test Materials

- After test materials are counted, labeled, and packed:
 - Call for UPS pick up (1-800-PICK-UPS).
 - For freight shipments, the carrier XPO Logistics will contact districts to schedule pick-up times.

Packing Errors

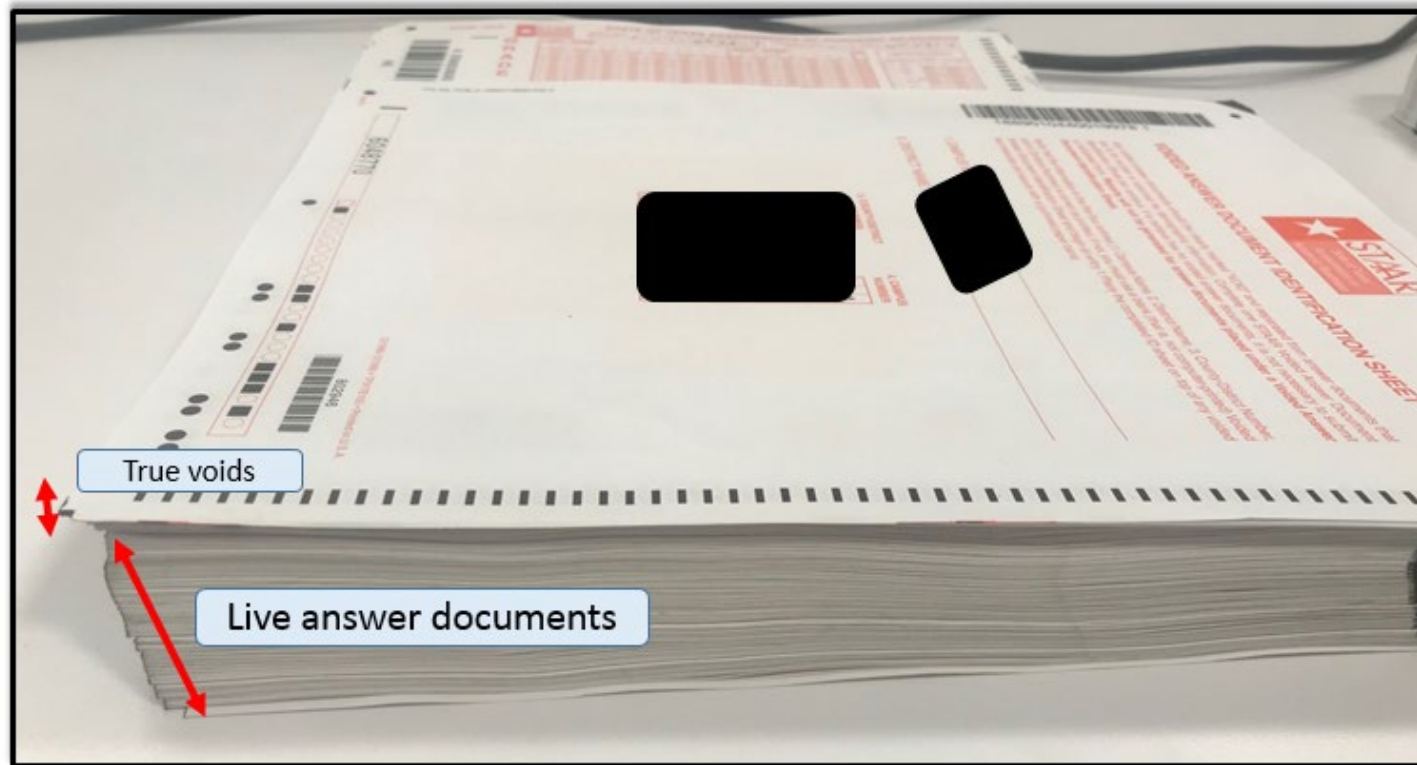
Packing Errors

- Do not place answer documents needing to be scored under a void header.
 - Example 1



Packing Errors

- Do not place answer documents needing to be scored under a void header.
 - Example 2



All answer documents were placed under void header (no campus header)

Packing Errors

- Be sure the correct label is used for the materials being returned.



Packing Errors

- Answer documents for students who did not receive a precoded answer document and are testing on paper must be hand-gridded.
- Be sure to include the student's first and last name, PEIMS ID, and date-of-birth.

APRIL 2018

STAAR

STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS

MATH TEST DOCKET # S1175610551

READING TEST DOCKET # S1175610551

GRADE 8 MATHEMATICS AND READING

LAST NAME: [Handwritten: S841453201 2]

FIRST NAME: [Handwritten: 2]

DATE OF BIRTH: [Handwritten: 7/6/76]

SEX CODE: [Handwritten: M]

TEST TAKEN INFO: [Handwritten: 7/6/76]

STUDENT ID (aka House for PEIMS): [Handwritten: 03048172]

LOCAL USE: [Handwritten: 03048172]

LOCAL STUDENT ID: [Handwritten: 03048172]

AGENCY USE: [Handwritten: 03048172]

FOR SCHOOL USE ONLY

DISTRICT - NAME: [Handwritten: 03048172]

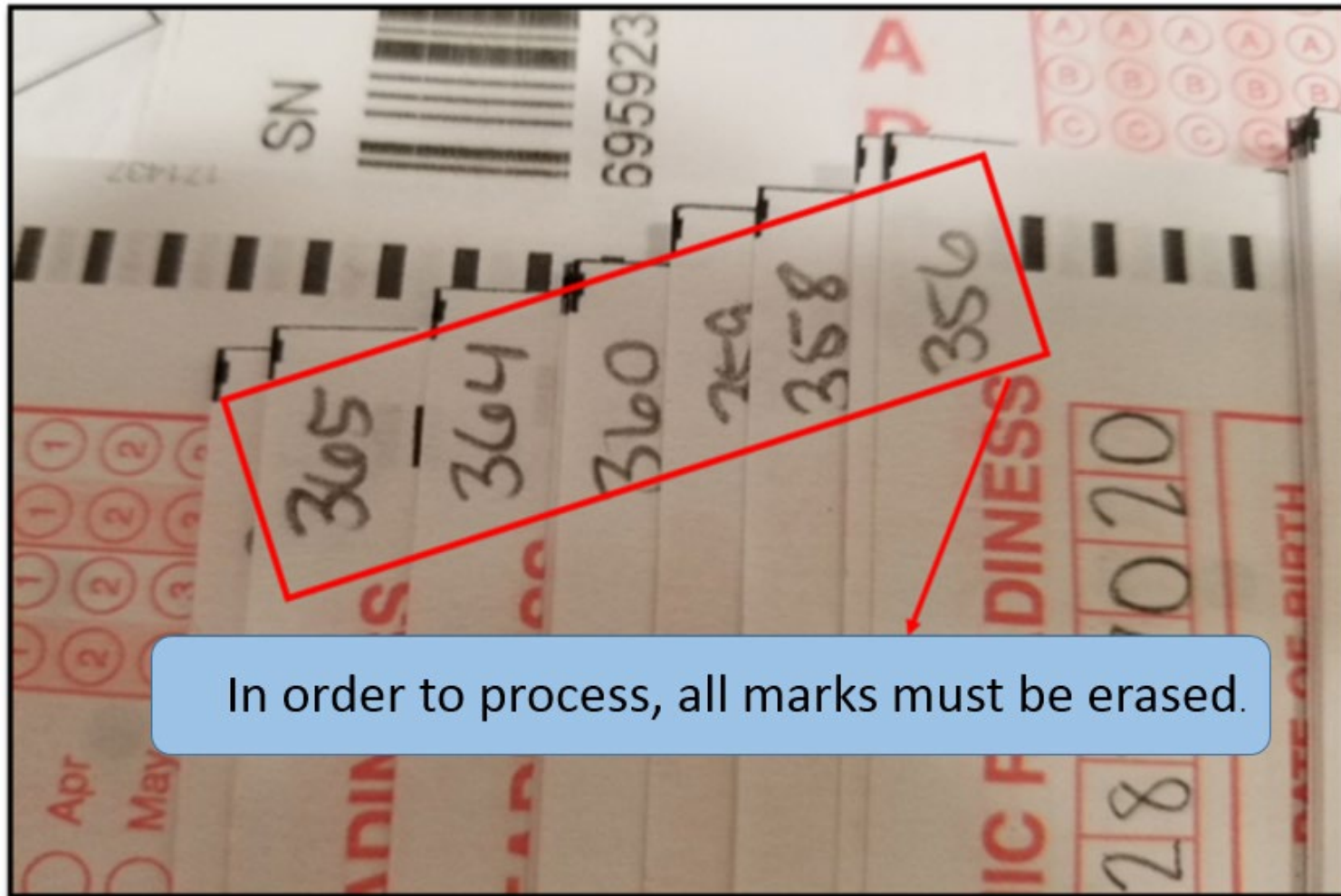
CAMPUS - NAME: [Handwritten: 03048172]

FOR ANSWER USE ONLY

03048172

Packing Errors

- Do not make any markings on the track marks or barcoded regions.



- Be sure to double check information.

1. *Introduction*

Questions

Questions?



Upcoming Trainings

Trainings

- Preparing for the Release of the December 2019 Scores
 - January 9, 2020
 - Register [here](#)
- Registration for New DTCs
 - January 14, 2020
 - Register [here](#)
- Winter Activities for Upcoming STAAR Administrations
 - January 21, 2020
 - Register [here](#)

Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855-333-7770
- STAAREOC@ets.org or STAAR3-8@ets.org
- Chat and co-browsing available via the chat link in the Help Documentation tab in the STAAR Assessment Management System